# REQUEST FOR QUOTATION (RFQ)

Date: 03rd August, 2012

Dear Sir/Madam,

**Subject: Request for Quotation for Supply and Delivery of Laptop Computers, LaserJet Printers, Flatbed scanners and UPS for UNOPS SSOC-ERU Project in Juba, Central Equatoria State- South Sudan.**

**Project:** UNODC -79663
**Case reference:** UNOPS/SSOC/79663/RFQ/GOODS/2012-098

1. The United Nations Office for Project Services (hereinafter "UNOPS") is pleased to invite you to submit a quotation for supply of the goods described in Annex II to this Request for Quotation.

2. We would appreciate receiving your quotation on or before 02:00 pm, Tuesday, 07 August, 2012 via e-mail SSOCBidsRFQ@unops.org or hand Delivered to the below address. Please specify above project and reference number on your quotation.

3. Any requests for clarification should be referred to the below contact person.

   **John Amoko**
   **UNOPS - SSOC**
   **Behind State Ministry of Physical Infrastructure**
   **Juba South Sudan**
   **Email:** johnam@unops.org **cc** pascalt@unops.org

4. Your quotation shall include the following:

   - Completed Comparative Data Form (see Annex II)
   - Completed Bid Price and Delivery Form (see Annex III)
   - Completed Previous Experience Form (see Annex IV)

5. UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:

   (a) Compliance with all requirements as specified in Annex II
   (b) Cost-effectiveness of price quotation.
   (c) Shortest realistic delivery period as time is essence.
   (d) Bid validity 90 days.

6. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS. However, UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders
7.

UNOPS
SOUTH SUDAN OPERATIONS CENTRE



of the grounds for such action.

7. UNOPS reserves the right to make multiple arrangements for any item or items.

8. In the event of a Contract the UNOPS General Conditions will apply. The conditions are available at http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx under "UNOPS general conditions of contract":

9. **Supplier eligibility. Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:**

   (a) Suppliers are already suspended by UNOPS, or,
   (b) Supplier's names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
   (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
   (d) Suppliers have been declared ineligible by the World Bank.

   Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

10. Information regarding Bid Protest can be found at:
    http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx

11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place (www.ungm.org). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers.

12. **UNOPS will effect payment within 30 days after receipt of original payment documentation.**

We look forward to receiving your quotation.
Yours sincerely,

UNITED NATIONS OFFICE FOR PROJECT SERVICES 3 SOUTH SUDAN

Stephen Wayne ROBINSON
Head of Programme
UNOPS – SSOC

Revision 6 – Jan 2011

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_____
Stephen Wayne ROBINSON
Head of Programme
UNOPS – SSOC

**ANNEX I : <u>BACKGROUND</u>**

The UNOPS Emergency Response Unit (ERU) is a current UNOPS project working in South Sudan.

The primary task of the ERU is to maintain access for humanitarian delivery in South Sudan. The primary objective of the ERU is to carry out works, maintenance, preventative maintenance and interventions within this sector to maintain delivery of Humanitarian Priorities in South Sudan.

The ERU is formed by a UNOPS team of specialised engineers and operational experts that work under a robust structure within the UN and humanitarian systems to achieve the objectives and goals of the Unit.

This bid is for the Supply and Delivery Laptop Computers, LaserJet Printers, Flatbed scanners and UPS.

**ANNEX II: COMPARATIVE DATA FORM**

**Bidders are required to complete the following with "Yes", "No" or specific information requested for the services being provided.**

| **1-Laptop computers. Qty:05** | |
|---|---|
| **Our Minimum Requirement** | **Your Offer(Specify)** |
| **Screen/Display:** at least 15" LED/HD | |
| **Display Graphics**: Intel, Shared up to at least 256MB | |
| **Processor**: Intel Core i5 2nd Gen/Dual Core/2.50GHz or higher | |
| **Hard drive**: at least 320 GB Serial ATA/7200 rpm( Shock-mounted) | |
| **System Memory**: at least 4GB DDR3 SDRAM/Max 8GB | |
| **Optical Drive**: DVD±RW/CD-RW | |
| **Media Reader**: Combo/All-in-one | |
| **Battery Type:**6-cell lithium-ion / 9 cell lithium-ion | |
| **Network connection:**100/1000 Gigabit Ethernet/Bluetooth/WiFi 802.11 b/g/n | |
| **Webcam**: Yes | |
| **Connections:** eSATA/3 USB (2.0 & 3.0)/HDMI/VGA/Audio | |
| **Operating System:** Windows 7 Professional 64 bit | |
| **Accessories:** Touch pad/Mouse/Power adapter/Carrying case | |
| **Construction:** Semi-Rugged / Normal / Rugged | |
| **LCD/HDD Protection:** Rubber protection surrounding LCD & HDD area | |
| **Keyboard:** Spill and dust Resistant Keyboard | |
| **Certification:** MIL-STD Certifications: MIL-STD-810G | |
| User Manual | |
| Warranty(state) | |
| Brand/Name of Manufacturer/Country of origin | |
| Shortest delivery period (3-5days) | |
| **2-Printers (Laserjet) Qty:02** | |
| **Our Minimum Requirement** | **Your Offer(Specify)** |
| Print technology: Laser | |
| Print speed (at blk/normal quality):at least 30 ppm | |
| Print resolution (max):1200 x 1200 dpi | |
| Monthly duty cycle: Up to 50,000 pages | |
| First page out (blk):8 sec. | |
| Memory: at least 128Mb | |
| Processor speed: at least 600Mhz | |
| Paper tray(s):2 | |
| Paper tray capacity: at least 150 sheets | |

| | |
|---|---|
| Paper size:A4/Letter/Legal/envelope | |
| Duplex printing (print both sides):No | |
| Connectivity:Hi-speed USB/ 100-1000 Base TX Ethernet | |
| Compatible operating systems: MS Windows 7 x86/x64, MS Windows XP, Apple Macintosh | |
| Input voltage:100-220v (BS 1363 plugs) | |
| Spare toner:2 spare compatible toner | |
| User Manual | |
| Warranty(state) | |
| Brand/Name of Manufacturer/Country of origin | |
| Shortest delivery period (3-5days) | |
| **3-FlatBed Scanners. Qty:02** | |
| **Our Minimum Requirement** | **Your Offer(Specify)** |
| Scan Input type:Flat bed / Automatic document feeder (ADF) | |
| ADF capacity:At least 50 sheets | |
| Scan resolution:Up to 2400 dpi | |
| Scan size (max):8.5" x 11" | |
| Connectivity:High-speed USB (USB 2.0) | |
| Input voltage :100 - 220v (Auto volt) | |
| User Manual | |
| Warranty(state) | |
| Brand/Name of Manufacturer/Country of origin | |
| Shortest delivery period (3-5days) | |
| **04-UPS. Qty 03** | |
| **Our Minimum Requirement** | **Your Offer(Specify)** |
| UPS: 750 VA | |
| 220 volts input | |
| 4 outputs | |
| User Manual | |
| Warranty(state) | |
| Brand/Name of Manufacturer/Country of origin | |
| Shortest delivery period (3-5days) | |

**THE PRODUCTS OFFERED ARE IN ACCORDANCE WITH THE SPECIFICATIONS AND REQUIREMENTS**
____ YES
____ NO
ANY DEVIATION MUST BE LISTED BELOW:
_____

_____ _____
Date Authorized Signature

# ANNEX III: PRICE SCHEDULE FORM

**Note**: All delivery terms refer to Incoterms 2010.

| **BIDDER'S TOTAL PRICES (Price & Currency to be entered by Bidder):** | |
|---|---|
| TOTAL FIRM FCA PRICE | |
| TOTAL FIRM DAP PRICE - DAP: Juba, South Sudan | |
| FREIGHT COST PER 20/40 FT CONTAINER (If applicable) | |
| **REQUESTED OFFER VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION: 90 Days** | |

**BIDDER'S UNIT PRICES (Price & Currency to be entered by Bidder):**

| **Description** | **UOM** | **Qty** | **Unit Price (FCA)** | **Total Price (FCA)** | **Unite Price (DAP)** | **Total Price (DAP)** |
|---|---|---|---|---|---|---|
| **1-Laptop computers.** | PCS | 05 | | | | |
| **2-Printers (Laserjet).** | PCS | 02 | | | | |
| **3-FlatBed Scanners.** | PCS | 02 | | | | |
| **4-UPS.** | PCS | 03 | | | | |
| **Total Price FCA** | | | | | | |
| **Total Freight Cost to Juba South Sudan** | | | | | | |
| **Total Insurance Cost to Juba South Sudan** | | | | | | |
| **Total Cost Juba South Sudan** | | | | | | |

**BIDDER'S DISCOUNT FOR ACCELERATED PAYMENT**
**____% of total firm price for each calendar day less than thirty (30) days**

***BIDDER'S DELIVERY DATA***

| | | | | | | |
|---|---|---|---|---|---|---|
| COUNTRY OF ORIGIN OF OFFERED PRODUCTS: | ITEM 1 | | | | | |
| | ITEM 2 | | | | | |
| | ITEM 3 | | | | | |
| | ITEM 4 | | | | | |
| FCA POINT(S) OF DELIVERY FOR OFFERED PRODUCTS: | ITEM 1 | | | | | |
| | ITEM 2 | | | | | |
| | ITEM 3 | | | | | |
| | ITEM 4 | | | | | |
| DELIVERY TIME (DAP FROM DATE OF ORDER): | ITEM 1 | | | | | |
| | ITEM 2 | | | | | |
| | ITEM 3 | | | | | |
| | ITEM 4 | | | | | |
| SHIPMENT DIMENSIONS OF OFFERED PRODUCTS (INCLUDING PACKAGE): | | GROSS WEIGHT | TOTAL VOLUME | CONTAINERS (if applicable): | | |
| | | | | Number | Size | |
| | TOTAL | | | | | |

**ANNEX IV: PREVIOUS EXPERIENCE FORM**

| Previous Experience | | | | |
|---|---|---|---|---|
| **Description of services/goods/ works/** | **Country** | **Total amount of contract** | **Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| | | | | |
| | | | | |
| | | | | |

Company name: ----------

Contact person: ----------

Title: ----------

Telephone No:----------

Email address: ----------

Offer Validity: ----------

_____ _____

Date Authorized Signature